

# MRP MOTOR VEHICLE FLEET MANAGEMENT MANUAL

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## CHAPTER 8

### VEHICLE IDENTIFICATION AND DECALS

#### 1. PURPOSE

This chapter describes the requirements for the identification of MRP- owned or leased motor vehicles or vehicles obtained through the GSA for 60 days or more.

#### 2. POLICY

Motor vehicles assigned within the United States, its territories or possessions, must be identified as GOVs. These vehicles can only be used to conduct official Government business. The vehicles must have Government license plates, unless used in surveillance work.

#### 3. GENERAL PROCEDURES

- a. ASD, Personal Property Section assigns license plates for inventory and record keeping purposes to all MRP motor vehicles used in the U.S. and foreign countries.
- b. Employees must include the license number or Vehicle Identification Number (VIN) in any correspondence, accident reports, vehicle operational reports, or other documents.

#### 4. MOTOR VEHICLE DECALS

- a. MRP vehicle decals must be placed on all vehicles owned or leased by MRP for 60 days or more.
- b. MRP utilizes **THREE** different types of decals to identify MRP-owned and leased vehicles. The first type of decal will be placed on the rear window of vehicles. This decal contains the following wording:

U.S. Government  
PROTECTING AMERICAN AGRICULTURE  
United States Department of Agriculture  
For Official Use Only

The second type of decal will be placed in the lower left hand corner of the rear window. This decal contains the following wording:

U.S. Department of Agriculture  
U.S. Government  
For Official Use Only

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The third decal, Form AD-185, Penalty for Unofficial Use of Government-Owned or Leased Motor Vehicle, will be placed inside each MRP-owned vehicle on the instrument panel in a location where it is visible. This decal explains the penalty for misuse of a Government vehicle and reminds drivers and passengers to fasten their seat belts.

GSA vehicle decals are used on all vehicles obtained through GSA. These decals contain the following wording:

For Official Use Only  
U.S. Government  
General Services Administration

- c. ASD, Personal Property Section will furnish MRP decals when new vehicles are received. VAOs will contact ASD, Personal Property Section to obtain replacement decals. VAOs requesting replacement decals will indicate if the vehicle is a light or dark color. The vehicle color will be used to determine the color of the decal.
- d. VAOs will obtain decals for GSA vehicles from the local GSA Fleet Management Center.
- e. VAOs will remove all decals before a vehicle is sold, donated or transferred to another agency.
- f. Decals are not to be placed on vehicle doors. This decreases the value of the vehicle when it is sold.

### **5. LICENSE PLATES**

- a. ASD, Personal Property Section furnishes Government license plates for new MRP-owned vehicles.
- b. VAOs will mount one license plate on the front and one on the rear of each vehicle.
- c. Only one license plate is issued for mounting on the rear of trailers, motorcycles, motor scooters, trail bikes, or snowmobiles.
- d. VAOs will remove the license plates when renewal plates are received or when a vehicle is being sold. Include a statement on the SF-126, Report of Personal Property For Sale, that the license plates have been destroyed, and sign and date the form.
- e. Vehicle operators or VAOs will immediately notify the local police if license plate(s) are lost or stolen. If the license plates are recovered, the police will be notified.

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- (1) Vehicle operators or VAOs will destroy the remaining license plate, if only one is lost or stolen, and include a statement to that effect on Form AD-112.
- (2) VAOs will complete Form AD-112 and submit to ASD, Personal Property Section to report the loss, theft, or damage of license plates.
- (3) VAOs will submit requests for new license plates to ASD, Personal Property Section through channels.

### **6. USE OF UNMARKED VEHICLES**

- a. Motor vehicles may be exempt from identification requirements in situations where the safety of employees and/or property may be at risk (e.g., Mexican border duty locations) or where prescribed by local U.S. Embassies in foreign countries.
- b. Requests for exemptions will be sent to the regional office or equivalent, through channels. The requests will include the following:
  - (1) A description of duties that require the use of an unidentified vehicle.
  - (2) Reasons why the use of an unidentified vehicle is essential.
  - (3) Location of the vehicle.
  - (4) The Vehicle Identification Number.
  - (5) A description of the vehicle.
- c. Regional offices or equivalent must ensure that the proper program concurrences have been obtained before submitting requests to ASD-Personal Property Section for final approval.
- d. Vehicles exempt from Government identification requirements must be licensed through the State or country where the vehicle is located. VAOs will provide ASD-Personal Property Section with State/country and license plate number.
- e. Untraceable plates are not authorized.

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